June 29, 1999

M E M O R A N D U M SA 99-35

TO: Purchasing Agents
         Contract Officers
         Fiscal Officers
         All ISIS Agencies

FROM: F. Howard Karlton, C P A
         Director

SUBJECT: Fiscal Year Rollover of Encumbrances

Beginning with the nightly processes of August 11, 1999 and continuing through September 30, 1999, AGPS, CFMS, and AFS will perform the fiscal year rollover process for FY99 regular appropriation encumbrances. The system will be taken off-line at 6:00 p.m. on 8/11/99. If the rollover is successful, ISIS will be brought up at its regular time on 8/12/99. **Prior to 6:00 p.m. on 8/11/99 agencies will have the opportunity to determine which encumbrances should be rolled over into FY00, and affect the necessary changes to successfully roll those encumbrances over into FY00 or exclude unwanted encumbrances from the rollover process.** Agencies have the ability to change the FY Roll flag in AGPS/CFMS at any status code, from >Y= to >N= and vice versa, to prevent or cause the rollover of encumbrance balances into FY00.

Enclosed are the procedures relating to the rollover of encumbrances and a listing of the reports that will be generated to aid you with this process. The AGPS/CFMS reports will be in BUNDL and are not distributed by agency. You may use the >Find= feature of BUNDL to locate the sections of these reports that apply to your agency. (See ISIS BUNDL Quick Reference Card).

Changes have been made to the rollover process of which agencies should be aware. **All FY99 invoices liquidating encumbrances must be processed by 6:00 p.m. on 8/11/99.** Agencies should complete or cancel all open AGPS change orders, invoices and receipts on all FY99 encumbrances on or before 6:00 p.m. 8/11/99, as appropriate. You should review SUSF for pending AFS PO Mods, the AGPS BO20A - Aged Invoice, BO21A - Aged Payment, BO25A - Aged Receipt by Order Number reports and/or InfoMaker reports.

Copies of this memorandum MUST be provided to ALL affected Fiscal, Purchasing and Contract personnel. Last year OSRAP was contacted by personnel for several agencies that were

unaware of processing deadlines. Due to changes from last years deadlines, it is imperative that all personnel receive and review these instructions. If you have any questions pertaining to these instructions, please contact the OSRAP Help Desk at (225)342-1097 for assistance.

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REPORTS

<u>Available During Fiscal Year</u>
2G44 Agency Encumbrance by Appropriation/Organization. This is an AFS monthly report that lists all encumbrances with an open balance in the financial system (AFS) regardless of the system from which the transactions originated. Agencies should access this report to determine if an AFS encumbrances will be needed in the new fiscal year. Agencies may review this report for all open encumbrances; however, AGPS/CFMS will generate the BK29A Rollover Candidate Report for the encumbrances that were initiated in AGPS/CFMS.

<u>Available June 8 to August 11</u> - The following pre-rollover reports will be available through BUNDL on a weekly basis beginning June 8, 1998. Agencies should retrieve the most current version of these reports from BUNDL.

BK29A Rollover Candidate Report. This report lists AGPS/CFMS encumbrances that will be rolled over into FY00, if agencies do not liquidate the encumbered amounts or change the AGPS/CFMS Roll flag to >N=. Agencies should access this report to determine if action should be taken to liquidate FY99 encumbrances before the August 11, 1999 rollover.

BK28A Reconciliation Report. This report lists all AGPS/CFMS encumbrances which may or may not have met all of the rollover criteria. Encumbrances listed may not meet the rollover criterion which requires that balances in AGPS/CFMS equal the balance in AFS. Open encumbrance balances in AGPS/CFMS which equal the AFS balance will reflect an >R= in the status column of this report. Encumbrances with differing open balances in AGPS/CFMS and AFS will reflect an >O= in the status column of this report and **will not** be rolled over into FY00. Encumbrances with an open balance in AGPS/CFMS and no balance in AFS will reflect an >N= in the status column of this report and **will not** be rolled over into FY00. This report will show order encumbrances that were rolled over from FY98 to FY99. These order encumbrances **will not** rollover again into FY00. You may access the ORD4 screen to determine if the encumbrance was previously rolled over. The BFY will reflect 98 and the FY will reflect 99 on the ORD4 screen. This report will also show orders/contracts tied to vendors that are not active (the vendor=s s/c is at 2 or 6), these orders/contracts **will not** be rolled over. Agencies should access this report to determine if an encumbrance that is needed in FY00 will be rolled over. If an encumbrance listed on this report does not meet the rollover criterion for the reasons stated above and the encumbrance will be needed in FY00, the agency will have to issue a new order for FY00 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

BK33A Rollover Discrepancy Report. This report lists all AGPS/CFMS encumbrances which will not be rolled over into FY00 because the open balances in AGPS/CFMS do not equal the open balance in AFS. If an encumbrance listed on this report will be needed in FY00, the agency will have to issue a new order in FY00 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

<u>Available August 12</u> - The following reports will be generated only once during the first run of the rollover process the night of August 11, 1999 and will be available in BUNDL on August 12.

BK28C AGPS New Year Error Report and BK47A CFMS New Year Error Report. These reports will list the encumbrances, by accounting distribution line number, for those accounting lines which have not been sent to AFS for FY00 due to chart of account coding problems. Agencies should access this report to determine if accounting distribution coding corrections need to be entered and processed on OAMR of AGPS or KACG/KCAC of CFMS. After 9/30/99 AGPS orders, which have not been corrected, will be closed.

BK28Y AGPS Document Rollover Report and BK47Y CFMS Document Rollover Report. These reports list AGPS/CFMS documents (encumbrances) which rolled successfully into FY00. The encumbrances listed on these reports and the New Year Error reports, should be all of the encumbrances originally listed on the Rollover Candidate report.

BK47B Base Contract Amount Exception Report. This report will list CFMS contracts that have FY99 encumbrance balances which were not rolled over because the amount to be rolled over plus the FY00 encumbered amount exceeds the base contract amount. The FY99 amount will be liquidated by the rollover process and the agency will have to manually encumber any FY99 balance up to the base contract amount.

4G15 AFS P/Y Encumbrances Status Report. This annual report lists the AFS created encumbrances tied to regular appropriations which were rolled over to FY00. Agencies should access this report to obtain the FY00 PO number assigned to their AFS rolled encumbrances. Rolled encumbrances, which reject due to chart of accounts changes, may be found on the Suspense File (SUSF). The agency will scan in the DOCUMENT section on TYPE >PO=, AGCY >your three digit agency number=, NUMBER >NPO= and STAT > REJCT=.

<u>Available August 12 - October 1</u> - The following post-rollover reports will be generated during this period and can be accessed through BUNDL daily. The final night of the AGPS roll over run is 9/30 after which all FY99 orders that have not rolled over successfully into FY00 will be closed. All FY99 LDO=s will be closed at this time also. Agencies should always retrieve the latest version of these reports. After the initial run of the rollover process on 8/11 AGPS will continue to run the rollover process for orders with outstanding OAMR records each night until 9/30.

BK28D AGPS New Year Error Report for Failed AGPS Encumbrances. This report will list the accounting distribution lines that still require the agency=s correction before they can be sent to AFS. These lines were established on OAMR during the nightly processes on 8/11/99. If the items listed on this report are not corrected on OAMR on or before 9/30 they will be closed and the agency will have to reenter the order if it is still needed.

BK28Z AGPS Document Rollover Report for OAMR=s Processed. As the order accounting distribution records are corrected by the agencies on the OAMR screen and rolled over successfully, the orders will appear on this report.

The following procedures should be followed to ensure that the orders agencies wish to have rolled over from FY99 to FY00 are processed. The procedures are divided by the subsystem of ISIS from which the transaction originated.

REMEMBER: **AGPS and AFS encumbrances are rolled over one year only. If an encumbrance was previously rolled over from FY98 to FY99, it will not roll again. CFMS encumbrances will continue to roll for as long as they meet the contract document rollover criteria.**

AGPS created encumbrances rolled over into FY00 will have a document number in AFS prefixed with "00" and suffixed by "99". CFMS created encumbrances rolled over into the new year will be prefixed with "00". The document number of the transactions will not change in AGPS or CFMS. The new year AFS PO=s will begin with NPO and the remaining eight digits will be assigned by automatic document numbering.

Agencies CANNOT process new FY99 encumbrances or increase their FY99 AGPS/CFMS encumbrances during the 45-day close. Although AFS will allow the processing of FY99 new encumbrances and increases to existing FY99 encumbrances during this time, it is illegal and against the Division of Administration policy to do so.

In most cases, the FY00 rollover accounting distribution will be created with the same account coding as the FY99 encumbrance it was rolled from. The only exceptions are CFMS contracts for which the agency has already encumbered FY00 funds. The accounting distributions for those contracts will use the coding on the existing FY00 accounting lines. Therefore, it is important to verify that no structure changes have occurred in AFS that will cause the liquidation of the FY99 or establishment of the FY00 encumbrance to fail.

Agencies should also ensure that all grant end dates in the Federal Aid System, which have encumbrance documents tied to those grants, do not end prior to 8/11/99 as this will cause the liquidation

to reject. Agencies should process an AFS FM document to extend any grant end dates as necessary, by 6:00 p.m. on 8/11/99.

AGPS/CFMS encumbrances tied to a vendor code whose status is not 1, 3, or 4, will be closed and the encumbrance will not be rolled over into the new fiscal year.

AGPS INSTRUCTIONS

Date   Action

6/7/99 - 8/11/99   1.   Agencies will retrieve and review the BK29A Rollover
                                        Candidate Report from BUNDL.

                                2.   If the rollover of an encumbrance is not desired, the agency
                                will do one of the following:

A.   If the agency expects to process at least one
payment against the order on or before 8/11/99,
the agency should flag that payment as a final
payment.

B.   If there are no payments pending, the agency will
change the >FY Roll= flag from a >Y= to an >N=
on   the OFST or ORD4 screen, as appropriate.

3.   If an order is not listed that is needed and the FY Roll flag
is >N= and the order meets all other roll over criteria and
has not previously rolled, simply change the rollover flag
to 'Y'.

4.   Reviews the BK33A Rollover Discrepancy Report to
determine if the encumbrance balances that the agency
wants rolled over to FY00 are listed.

7/1/99 - 8/11/99   5.   If the agency receives a FY00 invoice on a purchase order
that will be rolled over and the invoice MUST be paid
before 8/12/99, the agencies will use the following
procedures.

A.   If the invoice is $10,000 or less, the agency issues
payment using an LDO and adjust the purchase
order balance using OCHG types DEC (the amount
is less than the balance rolled and there are other
items to be received and paid for) or CNX (the
invoice completes the order and no other invoices
have been processed) or OPLQ (the invoice

completes the order and prior payments were
issued from AGPS against the order) up to 8/1/99.

B.   If the invoice is greater than $10,000 or received
after 8/1/99, then the agency will issue the
payment through AFS and adjust or cancel the
FY99 encumbrance balance using OCHG (DEC or
CNX) or OPLQ.

NOTE: **If the invoice may be paid on or after 8/12/99, then the
agency should hold the invoice until then.**

8/12/99 - 9/30/99   6.   Agencies will retrieve and review the BK28C (8/12/99) and BK28D (8/13 -9/30/99) AGPS New Year Error Reports. Agencies are to locate and correct, on OAMR, the accounting distribution coding for the orders listed on these reports. The orders listed on these reports have invalid accounting distribution information for FY00. For example:

> Inactive or missing structure components (reporting category or organization)
> Inactive appropriation unit
> Changed inferred data (Appropriation unit, reporting category, fund)

The agency will access the OAMR screen to correct the error condition of each affected accounting   distribution line listed on the report for the encumbrances needed in FY00. The rollover program will continue to run each night in order to process corrections made on OAMR.

If the agency does not make corrections to an order, the system will close the order after 9/30/99 with a status code of 493 - Order Closed in AFS.

7.   Agencies will retrieve and review the BK28Y (8/12/99) and BK28Z (8/13- 9/30/99) AGPS Document Rollover Reports for FY 99 encumbrances which rolled over to FY00.

Agencies should follow established order processing procedures for all future transactions against the order.

CFMS INSTRUCTIONS

Date   Action

6/8/99 - 8/11/99   1.   Agencies will retrieve and review the BK29A Rollover Candidates Report from BUNDL.

2.   If the rollover of the contract balance is not desired, the agency should change the Roll flag on KENT to an >N=.

3.   If a contract is not listed because the roll flag on KENT is >N=, the agency desires that the contract roll into FY00 and   the contract meets all other rollover criteria, simply change the Roll flag to >Y=.

4.   Retrieves and reviews the BK33A Rollover Discrepancy Report to determine if needed encumbrances are listed on this report.

Encumbrances listed on this report will not be rolled over to FY00 and their FY99 balance will be zero liquidated on 8/11/99. The agency will manually have to process the encumbrance for FY00.

8/12/99   5.   Agencies will retrieve and review the BK47A CFMS New Year Error Report. Items are listed on this report due to invalid accounting distribution information and were not rolled. These conditions include:

> Inactive or missing structure components (reporting category or organization)
> Inactive appropriation unit
> Changed inferred data (Appropriation unit, reporting category, fund)

The agencies must correct the error condition, if these transactions will be needed.

6.   Agencies will retrieve and review the BK47Y CFMS Document Rollover Report.

A.   The KOFY fiscal year records for the contracts listed have been updated and the FY99 balance has been liquidated. The status code of KENT will not change and agencies may continue with normal processing.

1)   If a FY00 encumbrance existed on 8/11/99, the system will create a KAMD type >ROL=   and the needed KCAC lines for FY00.

2)   If a FY00 encumbrance does not exist on 8/11/99, the system will create the necessary FY 99 and FY00 KACG records to close the balance in the prior year and reestablish it in the current fiscal year.

7.   Agencies will retrieve and review the BK47B Base Contract Amount Exception Report for encumbrances

which have not been rolled over because the balance to be rolled from FY99 plus the FY00 balance would have exceeded the base contract amount on KENT.

A.   If the agency has an amendment in progress that has been encumbered but not yet approved, the agency needs to have the amendment approved.

B.   If the agency has made an error in calculating the amount encumbered for FY00 and a part of the FY99 balance still needs to be rolled, the agency will have to roll the balance manually using accounting change process.

8/12/99 - 8/14/99   8.   If an invoice for FY99 is received after 8/11, pay through AFS and adjust the amount rolled to FY00, if necessary.

9.   The contract was never encumbered and the agency receives an invoice, the agency will process a payment voucher in AFS referencing the CFMS contract number and adjust the contract on the KOFC screen.

NOTE: If a situation arises differing from the above, contact the OSRAP Help Desk at (225)342-1097.

AFS INSTRUCTIONS

AFS will roll all encumbrances tied to regular appropriations which were not rolled over in a previous fiscal year.

Date   Action

6/30/99 - 8/11/99   1.   Agencies will retrieve and review the 2G44 Agency Encumbrance By Appropriation/Organization report from BUNDL for AFS encumbrances that will not be needed in FY00.

A.   If an agency does not want the AFS encumbrance to roll over and will have an invoice to process on or before 8/11/99, the agency will mark that payment as a final payment and the PO will be closed.

B. If the agency will not have a payment to process by 8/11/99, the agency will process a PO Mod modifying the encumbrance to zero.

2. Agencies will retrieve and review the 4G15 AFS P/Y Encumbrances Status Report at 8/12/99 from BUNDL.

If the encumbrance documents have processed successfully, agencies may continue with normal processing.

8/12/99 - 8/14/99   3. If the agency receives a FY99 invoice after 8/11/99, the agency will process a payment voucher transaction referencing the original purchase order number in the description field.

If a balance was rolled successfully to FY00, the agency will process a mod for the amount of the invoice received up to the encumbrance amount.

Agencies will be contacted by OSIS to delete rejected rollover documents off of SUSF that cannot be processed. Do not attempt to remove rejected documents without discussing the transactions with OSIS personnel before 9/30/99. The OSIS Help Desk Number is (225)342-2677.